



DEPARTMENT OF THE NAVY

COMMANDER NAVAL AIR FORCE RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5200

IN REPLY REFER TO:

COMNAVAIRESINST 3500.57

N00AS

8 JUL 03

COMNAVAIRES INSTRUCTION 3500.57

Subj: OPERATIONAL RISK MANAGEMENT (ORM)

Ref: (a) OPNAVINST 3500.39A

(b) COMNAVAIRPAC San Diego CA 191006Z Jul 01

(c) COMNAVAIRES New Orleans LA 221300Z Mar 02

1. Purpose. To provide amplification of the procedures in reference (a), to provide policy guidance, and to assign responsibility for establishing and implementing ORM practices within Commander, Naval Air Force Reserve (COMNAVAIRES).

2. Background. The COMNAVAIRES ORM goal is to increase operational effectiveness while significantly reducing all types of mishaps, on and off duty. ORM is a logic based, common sense process that allows us to make calculated risk decisions before, during, and after all organizational tasks and operations. ORM enables personnel throughout the chain of command to make appropriate risk decisions by applying a simple, easily understood, and systematic process. It is to be used to enhance mission effectiveness throughout all departments within a command and to preserve material assets and safeguard the health and welfare of all personnel. ORM program management may reside in any department.

3. Scope. This instruction applies to all COMNAVAIRES activities, commands and personnel. Addressees should, as appropriate issue an implementing instruction to augment this policy, including command-specific applications and requirements.

4. Discussion. This instruction amplifies policy stated in references (a) through (c). It establishes a standardized organization within COMNAVAIRES commands for identifying high-risk evolutions, executing ORM analysis and reporting results. Finally, it assigns oversight to ensure program implementation, avoid duplication of effort and maximize the sharing of results.

5. Responsibility. The Chief of Naval Operations and Commandant of the Marine Corps provide policy sponsorship and service approval of Navy and Marine Corps ORM.

a. COMNAVAIRES will:

(1) Incorporate the ORM process into operations, exercises and training evolutions

(2) Address the ORM process in post-exercise/operation reports

(3) Designate COMNAVAIRES ORM Program Manager in writing.

b. COMNAVAIRES Echelon IV Commanders will:

(1) Coordinate and audit subordinate commands' ORM programs per references (a) through (c)

(2) Designate an ORM Manager in writing.

c. Echelon IV ORM Managers will:

(1) Provide primary program oversight

(2) Coordinate ORM analyses at subordinate commands to preclude duplication of effort.

d. Squadron Commanding Officers will:

(1) Issue ORM policy and ensure implementation of a robust ORM program throughout the command

(2) Designate in writing, a squadron ORM Program Manager.

e. Department Heads will:

(1) Implement ORM throughout their department

(2) Designate ORM Advisors (OA) in writing. At a minimum, one OA will be assigned duties within each of the

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following departments: Operations, Training, Maintenance, and Tactics (as applicable). OAs should be chief petty officers or above in rank.

f. Squadron ORM Program Managers will manage all aspects of the squadron ORM program, including

(1) Form Risk Assessment Teams, as required, to conduct ORM deliberate analysis. The Risk Assessment Team should be chaired by the department OA and ideally include four or five subject matter experts from a cross-section of ranks and rates. If a department has insufficient manning to stand up a Risk Assessment Team the ORM Program Manager will coordinate with other departments to assign team members.

(2) Risk Assessment Teams will conduct and report assigned deliberate analyses.

g. OAs will provide departmental program oversight.

h. Risk Assessments Teams will conduct and report assigned deliberate analyses.

i. All hands will employ ORM principles to manage risk and report hazards when identified.

6. Action

a. Wing ORM Program Managers will maintain an electronic file of completed, ongoing, and planned ORM analyses for the purpose of minimizing duplication of effort and sharing of results.

b. Department Heads will review deliberate analysis reports and implement or reject controls as appropriate, or forward reports to the Commanding Officer for review and approval.

c. ORM Managers will:

(1) Maintain an electronic file of deliberate analysis reports

(2) Ensure reports are submitted to the COMNAVAIRES Total Risk Assessment and Control System (TRACS) public database

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(3) Forward an abbreviated electronic report containing hazards identified, initial risk assessment codes, controls implemented and final risk assessment codes to the Wing ORM Manager.

d. Squadron ORM Managers and OAs will meet at least quarterly to assess overall ORM posture. They will discuss risks assessed, controls developed and implemented, and determine their effectiveness. Additionally, they will review squadron instructions, upcoming activities, missions and maintenance evolutions to identify and recommend deliberate ORM analysis.

e. Risk Assessment Teams will:

(1) Convene, as required, to identify and assess hazards and conduct ORM deliberate analysis

(2) Forward deliberate analysis reports to Department Heads for review and approval. At a minimum, reports will include: Statement of mission, hazards identified, initial risk assessment codes, recommended controls, control implementation plan, and final risk assessment codes.


S. P. MCMULLIN
Deputy

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List B2 (FR3, FR4, FR8 only)

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